



Forms Order Line (800) 207-6948

The toll free Forms Order Line is available 24 hours a day, every day of the week.

The Forms Order Line listing on the following page is current as of September 2005. The Forms Order Line is updated every January. An updated Forms Order Line listing is enclosed with your December TRS Benefits Report mailing every year.

What is the TRS Forms Order Line (FOL)?

The TRS Forms Order Line allows you to use your telephone to request copies of forms or publications.

Must I have a touch-tone phone to use the FOL?

No. Both touch-tone and rotary dial telephones can be used. Because the FOL has a voice recognition feature, you can either say the numbers that denote your menu selections or you may press the appropriate numbers on your telephone's keypad.

What can I expect when I call the FOL?

When you call the Forms Order Line, you will be greeted by an automated attendant who will guide you through the call. The attendant will prompt you to either press or say the numbers that denote your selection.

At any time during the call you may press or say "zero" to go back to the main menu. If you experience problems, you will be instructed to call our Member Services Division during normal busi-

ness hours. When your requests are complete, the attendant will inform you that your order is being processed and will thank you for calling.

What information do I need before I call the FOL?

After you are greeted by the attendant, you will be asked for your Social Security number (SSN). You will also be asked to give the three-digit number of the form or publication you are requesting. The following page comes in handy to quickly select the order numbers of the documents you need. If you don't know the order number, it's not a problem. The attendant will direct you to the document you want.

Can I order multiple documents during one call?

Yes. You may order as many documents as you need during your call, but not multiples of the same document.

When can I expect to receive the requested documents?

Please allow 10 business days to receive your documents.

Are the forms and publications contained on the FOL also available on your Web site?

Most of the documents contained on the FOL can be downloaded from our Web site (trs.illinois.gov). Some are in HyperText Markup Language (HTML) while others are in Adobe Acrobat Portable Document Format (PDF).

	Order No.	Form or Publication
	100	24-Hour Forms Order Line brochure
General Benefit	200	Benefits at a Glance brochure
	201	<i>Member Guide</i>
	202	Member Information and Beneficiary Designation (MIBD) form
	203	Death Benefits Available from TRS brochure
	204	Disability Benefits Available from TRS brochure
	205	TRS Contributions and Your Tax-Sheltered Annuity brochure
	206	<i>QILDRO</i> booklet
	207	Sick Leave Credit from Former Employers brochure
Optional Service	300	Service Credit for Pregnancy or Adoption Leaves bulletin
	301	Payroll Deduction Program: Member Overview brochure
	302	Receiving Credit for Optional Service brochure
	303	Optional Contribution Payments brochure
Retirement	400	How to Calculate Your Retirement Annuity brochure
	401	Social Security and Medicare Information for TRS Members brochure
	402	The 2005 changes in the Early Retirement Option brochure
	403	Retirement Systems Reciprocal Act brochure
	404	Post-Retirement Employment Limitations bulletin
	405	What is a Reversionary Annuity? brochure
Health Insurance	500	TRIP Enrollment Application
	501	<i>TRIP Highlights</i> booklet
	502	TRIP Benefits Handbook
Annuity Payroll	600	W-4P Withholding Certificate for Pension or Annuity Payments form
	601	State Income Tax Withholding Request form
	602	Direct deposit form and brochure
	603	Change of Address form
Information Bulletins	300	Service Credit for Pregnancy or Adoption Leaves
	404	Post-Retirement Employment Limitations
	700	Substitute and Part-Time Teaching Issues
	701	Expanded Tax-Free Rollovers to TRS
	702	Tax Treatment of Interest Payments to TRS
	703	Eligibility for a Retirement Annuity
	704	Refund Information for Members with More than 34 Years of Upgraded 2.2 Service Credit
	705	Returning to Teaching following a Temporary Disability
	706	Disability Retirement Annuity Earnings Limitations

